

DENTAL FACILITY REGISTRATION MANUAL FOR NEW REGISTRANTS

This manual is for dental facilities that HAVE NOT previously registered.

This manual contains the instructions to complete the account set-up, registration and certification process for dental facilities that generate amalgam waste. For the users' convenience, actual screen-shots are included in this guidance manual.

Account setup is a one-time process, and will allow multiple registrations and renewals.

Registration and certification must be completed annually for each dental facility that generates amalgam waste through placement or removal of amalgam. To complete this registration process, you will need the following information:

- the make(s) and model number(s) of the installed amalgam separator(s); and
- name(s) of the licensed recycling contractor(s) if amalgam has been sent out for recycling.

As they become available, please record the following, which you will need for future renewals:

- your chosen password and user ID and your assigned certification PIN
- the system-generated registration number for each dental facility you wish to register.

September 15, 2011

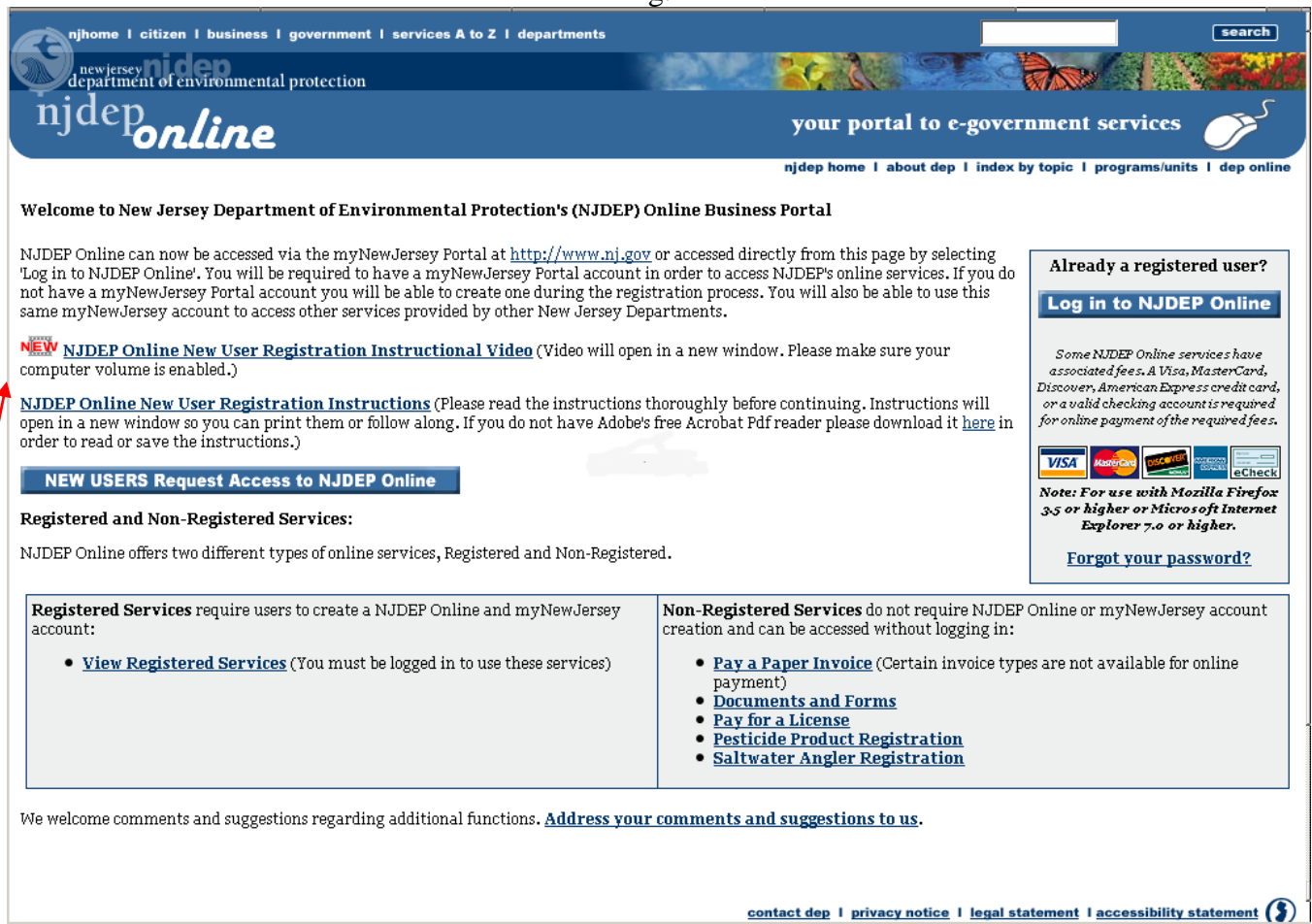
Contact the Bureau of Pretreatment and Residuals at 609-633-3823
if you need additional assistance.

DENTAL FACILITY – REGISTRATION & CERTIFICATION

Set Up and Initial Login

In order to register and certify under the Dental Amalgam Program, login to DEPOnline at <http://www.nj.gov/dep/online> .

Fig. 1



If this is the first time you are coming to this site, click on “**New Users Request Access to NJDEP Online**”

To assist the new user in the registration process, there are two links:

- 1) Instructional Video and
- 2) Instructions with screen shots.

Otherwise, if you are returning to the web site to complete a registration that you had not previously completed, please see **Resuming a Registration** in the **Appendix**.

After clicking on the button labeled “**New Users Request Access to NJDEP Online**”, the following screen appears⁽¹⁾:

Fig. 2

Complete the required information, then click on the “**Request**” Button.

The following screen appears:

Fig. 3

Password Requires:
6 character minimum

Using two of the following:

- 1) UPPER CASE LETTERS,
- 2) lower case letters,
- 3) numbers

Ex: Dr2ooth

If you have a MyNewJersey account, complete Section A and click the “Link NJDEP Online to My Account” Button.
This will allow you to reuse your current Log On ID and Password.

Otherwise, complete Section B and click the “**Create the new MyNewJersey Account and Link NJDEP Online To It**” Button.

REMEMBER TO RECORD YOUR (CASE SENSITIVE) ID AND PASSWORD.

(1) Screen pictures are cropped.

The following screen appears, with some information already filled in.

Fig. 4

The screenshot shows the NJDEP Online portal. The top navigation bar includes links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. The main content area is titled 'CONTACT INFORMATION' and includes a sidebar with steps: '1 - Existing Portal ID', '2 - Add Contact Info', '3 - Request Certification PIN', and '4 - View Facilities'. The form fields are as follows:

| | | | |
|--------------------|-----------------------------|-----------------|------------|
| * First Name: | Gary | Address Line 1: | 123 4th St |
| Middle Initial: | A | Address Line 2: | |
| * Last Name: | J Torres | Address Line 3: | |
| Title: | | City: | |
| * E-Mail Address: | gary.torres@dep.state.nj.us | State: | New Jersey |
| * Confirm E-Mail: | gary.torres@dep.state.nj.us | Zip: | 08625 |
| Organization Name: | A-1 Dental | | |
| Organization Type: | Private | | |

A red arrow points to the 'Organization Name' field with the text 'Dental Practice Name or Doctor's Name'.

Complete any remaining required fields, indicated by an asterisk (*), then click on the “Add Contact Number” button.

The following screen appears:

Fig. 5

The screenshot shows the NJDEP Online portal. The top navigation bar includes links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. The main content area is titled 'ADD CONTACT NUMBER' and includes a sidebar with steps: '1 - Add Contact Info', '2 - Add Contact Number', '3 - Request Certification PIN', and '4 - View Facilities'. The form fields are as follows:

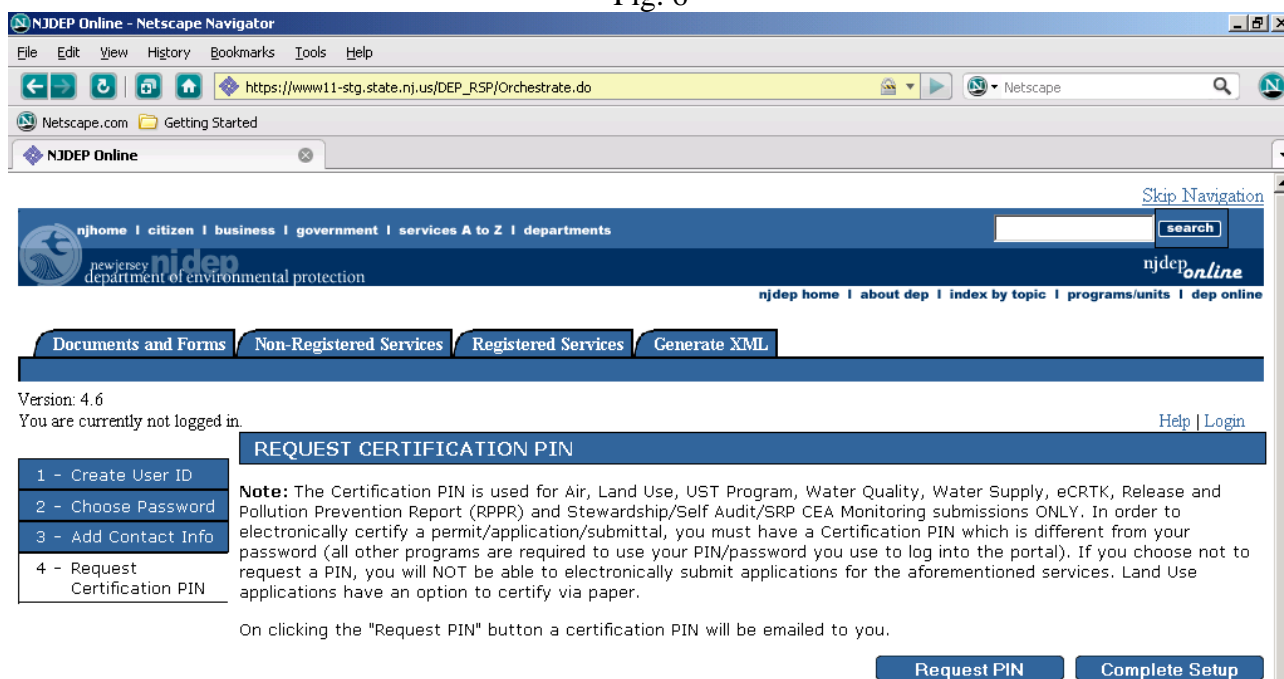
| | |
|-------------------|--|
| * Contact # Type: | |
| * Contact Number: | |
| Extension: | |
| Comments: | |

The 'Contact # Type' field is highlighted with a blue box.

Enter a Contact # Type (e.g., Work Phone), then click “Save”. You will be returned to the previous screen. Click “Continue”.

The following screen appears:

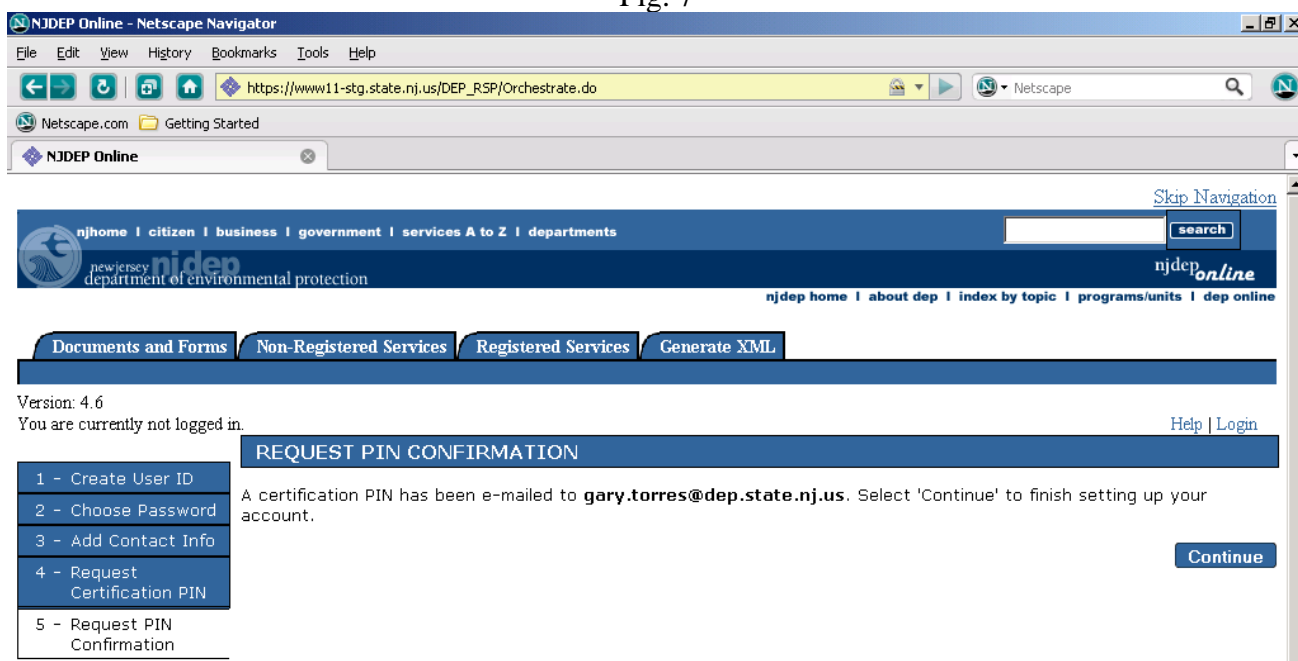
Fig. 6



Click **Request PIN**.

The following screen appears

Fig. 7



A PIN will be immediately e-mailed to the address you supplied. **REMEMBER TO RECORD YOUR (CASE SENSITIVE) PIN.** Click **Continue**. If prompted, click **Complete Setup**.

NOTE: If you DO NOT see the e-mail in your inbox, look in the SPAM or Bulk Mail folder. You may also need to make sure that suspected spam is not automatically deleted by your e-mail provider.

NOTE: You now have a MyNewJersey account and a DEP Online Account.

The next time you log in, use the login process in the Appendix.

The following screen appears without the indicated boxes checked:

Fig. 8

The screenshot shows the NJDEP online portal. At the top, there is a navigation bar with links: njhome | citizen | business | government | services A to Z | departments. Below this is a search bar and the NJDEP logo. The main navigation bar includes: My Workspace, User Profile, Certifications, Payments, Documents and Forms, and Permit Folder. The page title is 'MY SERVICES'. Below the title, there is a message: 'Please select the Services that you would like to appear on your Workspace and click the OK button.' The 'Services' section is divided into several categories: 'Division of Water Quality' (with sub-items: Dental Waste Registration - New, Dental Waste Registration - Renewal, NJPDES Monitoring Reports (DMRs, WCRs, RTRs), Stormwater Construction General Authorization), 'Air Program' (with sub-item: Periodic Compliance Certification), 'Enforcement' (with sub-item: Self Audit), 'Facility Changes' (with sub-item: Update Mailing Address), 'RSP Training' (with sub-item: RSP Training), and 'Land Use' (with sub-item: Apply for Land Use Permits). A red box highlights the 'Dental Waste Registration - New' and 'Dental Waste Registration - Renewal' options. A yellow callout box with an arrow pointing to the red box contains the text 'Select both of these.'

Check the boxes for **Dental Waste Registration – New** and **Dental Registration – Renewal**. Then scroll down and click the **OK** button.

You will get a warning screen indicating that some selected services require facilities.

Ignore the warning and click the **Done** button.

Fig. 9

The screenshot shows the NJDEP online portal. At the top, there is a navigation bar with links: njhome | citizen | business | government | services A to Z | departments. Below this is a search bar and the NJDEP logo. The main navigation bar includes: My Workspace, User Profile, Certifications, Payments, Documents and Forms, and Permit Folder. The page title is 'MY WORKSPACE'. Below the title, there is a message: 'Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the user profile. Some services are accessible without selecting facilities as shown below.' The 'Service Selection' section is expanded, showing the 'Dental Waste Registration - New' and 'Dental Waste Registration - Renewal' options under the 'Division of Water Quality' section. A red circle highlights the 'Dental Waste Registration - New' option. Below the 'Service Selection' section, there is a 'My Facilities/Program Interests' section with a message: 'Note: You may add facilities by clicking the "Add Facilities" button below.' At the bottom, there is a 'My Services - In Progress' section with a message: 'Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.'

Click on “**Dental Waste Registration-New**”.

Note: This will begin a new registration. If you do not complete it in this session, see Resuming a Registration in **Appendix** for further instructions.

The following screen appears:

Fig. 10

The screenshot shows the NJDEP Online interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the 'njdep online' logo. A secondary navigation bar contains links for 'njdep home', 'about dep', 'index by topic', 'programs/units', and 'dep online'. The main content area has a tabbed interface with 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The 'Certifications' tab is active, showing 'Version: 4.5' and 'Currently logged in: John Smith (GONELIVE)'. A 'Help | Logout' link is in the top right. The main heading is 'DENTAL WASTE INSTRUCTIONS'. On the left, a 'Mini Progress Window' (highlighted with a yellow box and a red arrow) shows a list of steps: 1 - Instructions, 2 - Site Information, 3 - Contacts, 4 - Applicability Phase I, 5 - Certification, and 6 - Summary. The instructions text states: 'If your facility generates amalgam waste through placement or removal of amalgam, your facility must register and certify annually with the NJ Department of Environmental Protection. Please remember to record your User ID and Password for future use.' It also provides a link to a help page: 'http://www.nj.gov/dep/dwq/Dental_Amalgam_Overview.htm'. A list of required information is provided: '-Separator manufacturer name;', '-Separator model number;', '-Name of Licensed Recycling Contractor (if you have sent amalgam out for recycling); and', '-Certification PIN (previously sent to your registered email address)'. A note states: 'Please note that installation of an amalgam separator is REQUIRED by October 1, 2009.' A 'Continue' button is at the bottom right.

Read the instructions and collect any needed information, then click “Continue”.

The following screen appears, with some data filled in.

Fig. 11

The screenshot shows the NJDEP Online interface for the 'SITE INFORMATION' step. The browser window title is 'NJDEP Online - Netscape Navigator'. The address bar shows 'https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do'. The navigation bar is the same as in Fig. 10. The 'Certifications' tab is active, showing 'Version: 4.6' and 'Currently logged in: Aaron Aardvark (GARYJ2)'. The main heading is 'SITE INFORMATION'. A 'Note' states: 'Please provide the physical location for the dental facility.' The form fields are: '*Facility:' with a text box containing 'A-1 Dental' (highlighted with a red arrow and the text 'Dental Practice or Doctor's Name'); '*Location Address:' with fields for '*Line 1:' (123 Fourth St), '*Line 2:', '*Line 3:', '*City:' (Trenton (Mercer)), '*State:' (New Jersey), and '*Zip Code:' (08625); '*County:' (Mercer); '*Municipality:' (Trenton City); and '*Organization Type:' (Private). A 'Location Description:' text box is at the bottom. A '* Required' note is at the bottom left. A 'Continue' button is at the bottom right.

Complete any missing “required” information (indicated by an asterisk), and click “Continue”.

The following screen appears:

Fig. 12

Version: 4.10
Currently logged in: John Doh

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Help | Logout

Contacts

* Have any of your contact details changed since your last Dental Waste Registration? ☐ Yes ☒ No

1. Responsible Party

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s)...

*First Name: John
*Middle Initial:
*Last Name: Doh
*Title:
*E-Mail Address: johndoh@mydental.com
*Confirm E-Mail: johndoh@mydental.com
*Organization Name: Doh Dental Services
*Organization Type: Private

*Address Line 1: 401 Main St
*Address Line 2:
*Address Line 3:
*County: Mercer
*City: Trenton (Mercer)
*State: New Jersey
*Zip Code: 08625

* At least 1 phone number is required.

| *Type | *Contact Number (must be 10 digits) | Extension | Comments | Remove |
|-------------------|-------------------------------------|-----------|----------|--------|
| Work Phone Number | (609) 633-3823 | | | |

Add Number

* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

Save Continue

Select “Insert From Existing Contact(s)” to obtain the Contact information previously entered. Once the information is populated, you may make changes as necessary.

Click “**Save**”, wait for information to be saved, and then click “**Continue**”.

The following screen appears:

Fig. 13

The screenshot shows the NJDEP Online registration interface. The browser address bar displays https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes the NJDEP logo and navigation links: [njdep home](#), [about dep](#), [index by topic](#), [programs/units](#), and [dep online](#). The main navigation bar contains tabs: [My Workspace](#), [User Profile](#), [Certifications](#), [Payments](#), [Documents and Forms](#), and [Permit Folder](#). The user is logged in as Aaron Aardvark (GARYJ2). The current step is 'APPLICABILITY PHASE I'. A sidebar on the left lists steps: 1 - Instructions, 2 - Site Information, 3 - Contacts, 4 - Applicability Phase I (selected), 5 - Certification, and 6 - Summary. The main content area contains a question: '* Does your dental facility generate amalgam waste?' with radio buttons for 'Yes' and 'No'. Below this is a 'Note' and a list of dental practices under the heading '* Dental Practice': Orthodontics, Periodontics, Oral and Maxillofacial Pathology, Oral and Maxillofacial Radiology, Oral and Maxillofacial Surgery, General Dentistry (highlighted), Pediatric Dentistry, and Endodontics. A red box labeled 'Responses Required.' has arrows pointing to the 'Yes' radio button and the 'General Dentistry' practice. At the bottom right, a 'Continue' button is circled in red.

If your facility generates amalgam waste through *placement or removal* of amalgam, then click yes to the first question.

To select your dental practice activities, click on the appropriate "Dental Practice". To select more than one, press and hold the "CTRL" key on your keyboard and click on the appropriate practices.

When ready, click [Continue](#).

Fig. 14

The screenshot shows the 'TERMS AND CONDITIONS' screen. The browser address bar displays https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes the NJDEP logo and navigation links: [njdep home](#), [about dep](#), [index by topic](#), [programs/units](#), and [dep online](#). The main navigation bar contains tabs: [My Workspace](#), [User Profile](#), [Certifications](#), [Payments](#), [Documents and Forms](#), and [Permit Folder](#). The user is logged in as user manual (USERMANUAL). The current step is 'TERMS AND CONDITIONS'. A sidebar on the left lists steps: 1 - Application Name, 2 - Site Information, 3 - Contacts, 4 - Applicability Phase I, 5 - Terms and Conditions (selected), 6 - Registration Specific Information, 7 - Certification, and 8 - Summary. The main content area contains a checkbox labeled 'Dental Amalgam Waste Terms and Conditions' and a PDF icon. Below the checkbox is a statement: 'By clicking the box above I certify that I have read, understand and agree to ALL terms and conditions for this registration.' At the bottom right, there are 'Yes' and 'No' buttons. A red box labeled 'You may click icon to read Dental Amalgam rules.' has an arrow pointing to the PDF icon.

Click the checkbox to accept the [Terms and Conditions](#). The [Yes](#) button will then be enabled. Click [Yes](#).

The following screen appears:

Fig. 15

Version: 4.8
Currently logged in: Tom Cosmas (TCOSMAS) [Help](#) | [Logout](#)

REGISTRATION SPECIFIC INFORMATION

1 - Instructions
2 - Site Information
3 - Contacts
4 - Applicability Phase I
5 - Terms and Conditions
6 - Registration Specific Information
7 - Certification
8 - Summary

Requirements
Check the Certify checkbox if you wish to certify a requirement.

| Requirement | Due Date (MM/DD/YYYY) | Certify | Comments |
|--|-----------------------|-------------------------------------|----------|
| Registrant shall certify that this facility has an operational amalgam separator: by October 1 of each year. | 12/31/2010 | <input checked="" type="checkbox"/> | |
| Registrant shall certify that this facility has implemented and is adhering to the required BMPs: by October 1 of each year. | 12/31/2010 | <input checked="" type="checkbox"/> | |

Separator(s):

| Make | Model | Remove |
|-----------------|-------|--------|
| Mercury Removal | MRU-1 | |

[Add Row](#)

* Has amalgam waste been sent out for recycling during the past twelve months? ☒ Yes ☐ No

Licensed Recycling Contractor Information:

| Name of Licensed Recycling Contractor | Remove |
|---------------------------------------|--------|
| Quick Silver Services | |

[Add Row](#)

* Required

[Continue](#)

Annotations:

- Red circle around the 'Certify' checkboxes in the Requirements table.
- Yellow box: "Certify each of these as appropriate." with an arrow pointing to the 'Certify' checkboxes.
- Red box around the 'Yes' radio button.
- Yellow box: "Don't miss this one!" with an arrow pointing to the 'Yes' radio button.

Certify as appropriate and enter the information as required.

NOTE: If you began operations or a separator was installed AFTER October 1, 2009, please indicate the date you began operation and/or date of separator installation in the **Comment** field.

Click "[Continue](#)".

NOTE: For the Separator, we only need the Make and Model number.
We DO NOT need the Serial Number.

If you HAVE NOT sent out Amalgam for Recycling,
you DO NOT have to fill in the Licensed Recycler information.

The following screen appears.

Fig. 16

The screenshot shows the NJDEP Online portal in a Netscape browser window. The URL is https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do. The page has a blue header with navigation links like 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below the header is a search bar and a 'Skip Navigation' link. A secondary navigation bar contains links like 'njdep home', 'about dep', 'index by topic', 'programs/units', and 'dep online'. The main content area has a sidebar on the left with a 'Mini Progress Window' (highlighted in red) containing a list of steps: 1 - Instructions, 2 - Site Information, 3 - Contacts, 4 - Applicability Phase I, 5 - Terms and Conditions, 6 - Registration Specific Information, 7 - Certification, and 8 - Summary. The main content area displays the title 'CERTIFICATION - SINGLE APPLICATION - DENTAL FACILITY REGISTRATION - RO' and a table with columns 'Service ID', 'Submittal Type', 'Creation Date', and 'View'. The table contains one row with Service ID 26948, Submittal Type 'Division of Water Quality - Dental Waste Registration - New - Significant Indirect User', and Creation Date 06/09/2009. Below the table is a section titled 'Certification of the Dental Facility Registration - RO' with a certification statement. It includes fields for 'Name of Certifying Party' (Aaron Aardvark) and 'User ID of Certifying Party' (GARYJ2). There is a field for '*Certification PIN:' with a note '(Case-Sensitive)'. A note states '* Required' and 'Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.' At the bottom right are buttons for 'Certify', 'Forgot Certification P', and 'Cancel'.

| Service ID | Submittal Type | Creation Date | View |
|------------|---|---------------|------|
| 26948 | Division of Water Quality - Dental Waste Registration - New - Significant Indirect User | 06/09/2009 | |

Click on the icon in the View column to read a summary of information you previously entered. After reviewing information, click **Return**.

To make corrections, you will need to return to the screen in which the incorrect information is entered. **Returning to a previous screen may cause data loss and require you to repeat steps you made after the screen in which the incorrect information occurred.** To return to an earlier screen, click on the corresponding button in the Mini Progress Window.

After reviewing your data, enter your Certification PIN and click **Certify**.

REMINDER: Record and save your Certification PIN for annual usage.

If you have forgotten the PIN, **don't panic**. Click on the **Forgot Certification PIN** and a new PIN will be sent to your registered e-mail address. As always, free of charge! 😊

NOTE: If you DO NOT see the e-mail in your inbox, look in the SPAM or Bulk Mail folder.

You may also need to make sure that suspected spam is not automatically deleted by your e-mail provider.

After you click “Certify”, the following will appear:

Fig. 17

Top and Bottom of Certification Page with Date and Digital Signature

Version: 4.0
Currently logged in: user manual (USERMANUAL)

[Help](#) | [Logout](#)
[Printer Friendly Version](#)

SERVICE SUMMARY

Contacts

Name: User Manual
Title: Dentist
Contact Type: Responsible Party
E-Mail: user@dental.com
Phone: 5552224444 (Work Phone Number)

Name: Joe Daily
Title: Dentist
Contact Type: Facility Contact
E-Mail: user@dental.com
Phone: 2225554444 (Work Phone Number)

Specific Registration Information

Registration Number: 19145
Registration For: User manual
Address: 444 east state
Tabernacle (Burlington), NJ 08625
Certification Date: 09/20/2010
Dentists: User Manual 111222333

Registered Separator(s): **Make:** Removal Expert
Model: Supert

☒ Amalgam was recycled with the Licensed Recycling Contractor(s) listed above.

☒ The responsible party of the practice is certifying to the accuracy of the information on this certificate.

This Registration is issued solely for the location noted above in which there is an existing dental practice as of the Certification Date. The responsible party of any practice at a separate location must register that location separately. In the event that the practice at this location closes, relocates or that additional types of practice begin or are eliminated on this site, the responsible party shall notify the Department immediately in writing.

The responsible party shall update all relevant information and renew this registration annually between October 1st and December 31st of each year.

☒ Certified Electronically By: Joe Daily

Certification

I certify under penalty of law that the information provided in this document was prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information.

Dental Facility Registration - RO: Joe Daily **Date: 09/20/2010**

[Return to Workspace](#)

Print a copy for your records.

Click “[Return to Workspace](#)”.

To add a second location, click "Return to Workspace" and follow the instructions beginning again with Page 5 Fig. 9.

CONTRATULATIONS! You have completed the registration and certification process. You may now logout (click [Logout](#) near the top right corner) or perform other tasks within MyNewJersey.

Appendix

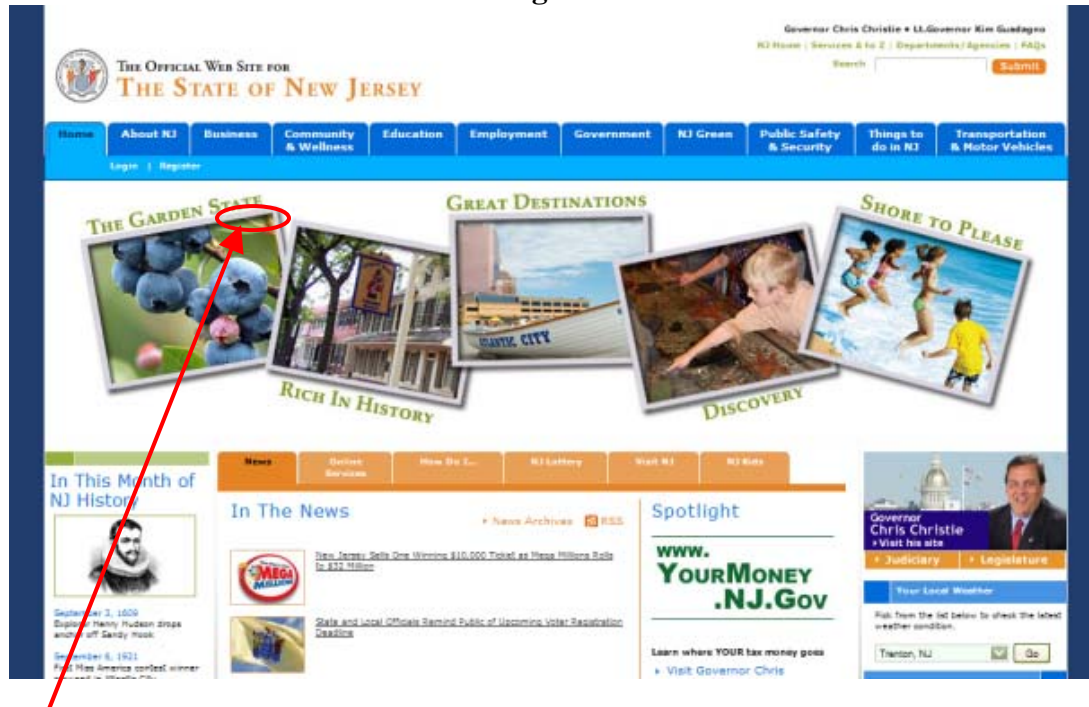
Troubleshooting

Log in Procedure After Establishing Account

If you are unable to complete registration in one sitting, but have completed account set up, you must use a different procedure to log back on to the system:

Log on at <http://www.nj.gov/> . The main New Jersey web page appears:

Fig. A1

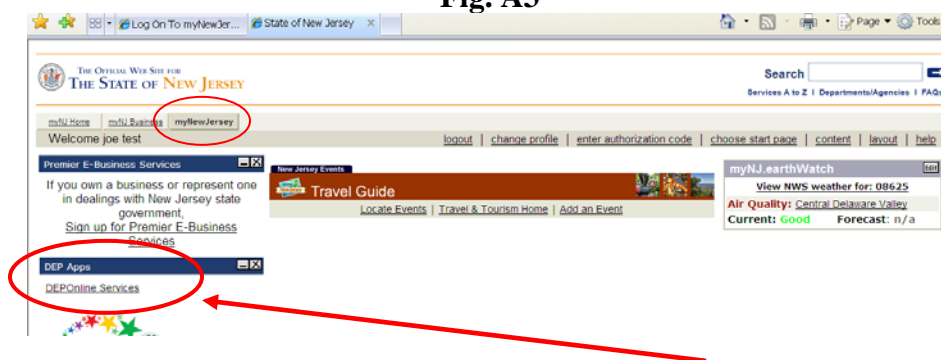


Click on **Login**.

Fig. A2

Enter your **Log On ID** and **Password** and click “**Log On**”.

Fig. A3



If necessary, click on the **myNewJersey** tab. Click the link **DEPOnline Services**.

This will open the “**MyWorkspace**” tab shown in **Fig. 9** on Page 5 of 11.

Resuming A Registration

If you scroll down on the **MY WORKSPACE**, you will see an area labeled “**My Services – In Progress**”. If you have started (but not finished) a registration, it will appear here, and you can click on the underlined number in front of the facility name to continue where you left off.

If your application **does not** appear under “**My Services – In Progress**” scroll up and click on “**Dental Waste Registration – New**”.

Fig. A4

